



1. **PURPOSE:** This directive establishes TSA policy on the removal from employment of screeners who fail to complete basic training and initial certification requirements. The Aviation Transportation Security Act (ATSA) requires that TSA ensure that all personnel who are employed as screeners have current knowledge and skills necessary to courteously, vigilantly and effectively perform screening functions. The ATSA further requires that all screeners successfully complete prescribed initial, recurrent and specialized training, and successfully complete an on-the-job training examination for initial certification. It further restricts the deployment of screeners who have not completed required training to on-the-job training periods only.
2. **SCOPE:** This directive applies to all TSA components that are involved with the hiring, training, certifying, supervising, managing, or overseeing of the Transportation Security Screener workforce. This directive does not apply to the annual re-certification of screeners. The procedures and policy for responding to annual re-certification failure are contained in the [TSA Management Directive 1900.4](#), FY 03-04 Annual Proficiency Review.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Public Law 107-71
4. **DEFINITIONS:**
  - A. Screener Personnel: Any individual who performs duties as a Transportation Security Screener, lead screener, or screening supervisor.
  - B. Screener Candidate: Screener personnel who are currently participating in the required basic training for TSA Passenger or Baggage Screeners and initial certification.
  - C. Required Basic Training and Initial Certification: These requirements are specified in the ATSA and are defined by the Office of Workforce Performance and Training. The requirements include:
    1. Completion of a minimum of 40-hours classroom training;
    2. Successful completion of all written and practical examinations associated with basic training classroom instruction;
    3. Successful completion of 60-hours of on-the-job training (OJT); and
    4. Successfully passing of post OJT Image Mastery Test (IMT) for passenger screener or the 3-bag test for baggage screeners. (Dual-functioning screeners must pass both tests.)

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**5. RESPONSIBILITIES:**

**A. Federal Security Directors**

Federal Security Directors are responsible for:

1. Placing all screeners who fail to complete basic training and initial certification requirements on administrative leave pending removal. This action will occur as soon as it is apparent that the employee will not complete prescribed basic training or successfully complete the required exams necessary for initial certification; and
2. Notifying the servicing Human Resources Office of all such administrative leave actions and reasons so that the termination action occurs in a timely manner.

**B. Assistant Administrator For Workforce Performance And Training**

The Assistant Administrator for Workforce Performance and Training is responsible for notifying the servicing Human Resources Office and the applicable Area Director and Federal Security Director of all screeners who fail to complete basic screener training and initial certification.

**C. Assistant Administrator For Human Resources**

The Assistant Administrator for Human Resources is responsible for:

1. Ensuring the timely removal of all screeners who fail to successfully complete required basic training and initial certification; and
2. Notifying TSA's recruiting and staffing contractor to provide priority employment/re-employment consideration for any screener personnel who fail to complete basic training and initial certification requirements for non-job performance reasons.

**6. POLICY & PROCEDURES:**

- A. Current Screeners - All screener personnel must be certified and any screener personnel who fail to successfully complete basic training and initial certification must be removed from employment. Screeners who fail the basic training and initial certification may not be assigned to non-screening duties. This directive does not apply to any current screener candidates who are still undergoing basic training, 60-hours OJT, or who are receiving remedial training following failure of the IMT or 3-bag certification test. Screener candidates in this category will be allowed to finish the prescribed OJT remediation and testing cycle. This consists of two periods of remediation and testing. Screeners who fail to successfully certify after two remediation attempts are deemed to have failed and will be immediately placed on administrative leave pending removal from employment.

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- B. Academic and Performance Failure - Screener candidates who fail to successfully complete basic screener training and initial certifications for any reason shall immediately be placed on administrative leave pending removal from employment. This directive does not apply to any current screener candidates who are still undergoing basic training, 60-hours OJT, or who are receiving remedial training following failure of the IMT or 3-bag certification test. Screener candidates in this category will be allowed to finish the prescribed OJT remediation and testing cycle. Any screener who fails to complete the training and certification track initially begun after employment is not eligible to change to a different certification and training track. For example, a screener who began the basic training and initial certification for baggage screening and fails to complete any portion of the basic training, testing or initial certification required for baggage screeners cannot be enrolled in the basic training and initial certification track for passenger screeners. These screeners will be immediately placed on administrative leave pending removal from employment.
- C. Non-Performance Related Failure - Screening personnel who fail to complete basic training and initial certification for reasons other than misconduct or academic and performance failure, (such as, but not limited to, illness or family emergency), will be immediately placed on administrative leave pending removal from employment. Because the termination in these cases is not for misconduct or academic and performance reasons, screeners in this category will be afforded preferential re-hire status. Any individual in this category who is rehired will start the employment and training process over again. They will complete all required basic training and initial certification elements regardless of how far into the training and certification process they progressed previously. This requires the re-hired employee to start the basic training and initial certification from the beginning as if they never previously received any training from TSA.
- D. Cross Training Failure - Screeners hired specifically as either a passenger screener or as a baggage screener (and who have already passed their basic training and initial certification requirements and are performing satisfactorily in their position), and who are subsequently selected to participate in cross-training, and who fail to pass all training or necessary examinations for certification in the cross-trained function, shall immediately revert to the previously assigned duties.
- E. Re-Hired Screeners - Re-hired screening personnel must successfully pass the relevant basic training and initial certification requirements. Screeners who fail to successfully complete these requirements shall be immediately placed on administrative leave pending removal from employment. For example, a passenger screener who is being removed as part of a reduction in force, and who is then rehired as a baggage screener must successfully complete the baggage basic training and initial certification. Failure to complete these requirements is considered an academic or performance failure, and the screener shall be immediately placed on administrative leave pending removal. Management may not move the employee into the passenger screening basic training and initial certification track.
- F. Military Service - Screening personnel who fail to successfully complete all basic training and initial certification requirements due to recall to active military service of

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greater than 30-days duration, are guaranteed job protection. These screeners will be placed on leave for military service until their service commitment is completed. Upon return to active TSA employment, these screeners will restart the training and certification process.

The procedures to be followed for removing a screener from employment under this management directive are found in the [HR Interim Policy 752-1](#) on Addressing Performance and Conduct Problems.

**7. EFFECTIVE DATE AND IMPLEMENTATION:**

This policy is effective immediately upon signature on the date indicated below.



Terry Bickham  
Assistant Administrator for  
Workforce Performance and Training

12-29-2003

Date



Richard A. Whitford  
Assistant Administrator for  
Human Resources

12-24-2003

Date

Filing Instructions:	File with CSSO Management Directives
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Review Date:	December 29, 2004
Distribution:	Administrator Deputy Administrator Chief of Staff Chief Operating Officer All Assistant Administrators All Federal Security Directors Chief Counsel Ombudsman
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